



MIS INFO-LINE

SUBJECT: CHANGES TO NEW PROCEDURES FOR REQUESTING DIRECTORY OF PROVIDERS (AMENDMENT)

DIRECTED TO: All Providers

The Department of Mental Health's, January, 2000, Directory of Providers are now available in the DMH - Warehouse.

Beginning January, 2000, MIS has implemented a new procedure for requesting the Department of Mental Health's *Directory of Providers*. To request directories, DMH staff may use the standard "Forms Request", requesting item number MH-550 (1/00) and send form to Administrative Support Bureau, 9th Floor, 550 S. Vermont Ave., Los Angeles, CA 90020, ATTN: Warehouse Liaison/Stock Control Section, or fax to ATTN: Warehouse Liaison/Stock Control Section, 213/480-0671. In the event, the item number is not on the request form, list the number on the bottom of the form. Contract-operated staff should send a memo on letterhead stationery to the same Bureau listed above, including the number of directories requested. For efficient delivery of the directories, please enclose all necessary information such as: provider name, current address, contact person and any other special handling information.

If you have any questions regarding the acquisition of Directory of Providers, please contact Sets Fukumoto at (213)738-4836.